

R&S3: Employee Specification Template

Employee Specification / Selection Assessment Form

JOB TITLE:	Senior Staff Nurse
BAND:	6
POST REFERENCE NO:	

This first section is used to define your criteria – this will be shared with all candidates as part of the recruitment process. All criteria should be job related and be able to be assessed through the selection process.

RATING SYSTEM

All criteria will be assessed against the following rating system:

- 0 – No evidence
- 1 – Some, but insufficient evidence
- 2 – Sufficient evidence
- 3 – Evidence exceeded

A weighting will be applied (x2 for essential criteria; x1 for desirable).

For all essential criteria a score of less than 2 means that the candidate is not appointable.

SHORT LISTING CRITERIA

These should be criteria that can be assessed using the application form. It is best to use only essential criteria for short-listing purposes. If other pre-interview/selection tools are being used e.g. Talent Screener please include these in the relevant section.

INTERVIEW/SELECTION PROCESS CRITERIA

These should be criteria that can be assessed following shortlisting and any pre-interview/selection tools. You may wish to use additional selection methods and if you do, please indicate this against the relevant criteria

CRITERIA		ESSENTIAL/ DESIRABLE?	RATING MEASURE	ASSESSMENT STAGE AND METHOD
1	<p>Qualifications</p> <p>RNMH/RMN/RNLD qualification</p> <p>NMC registration</p>	ESSENTIAL	<p>0 = No evidence of qualification</p> <p>1 = Working towards qualification</p> <p>2 = Evidence of Required Qualification</p> <p>3 = Evidence of Required Qualification plus further relevant qualifications</p>	<p>Short Listing Application Form</p> <p>Interview</p>
2	<p>Knowledge</p> <p>Good understanding of the difficulties experienced by people with mental health needs</p> <p>Awareness of legislation that affects delivery of health care including Mental Health Act and Mental Capacity Act.</p> <p>Demonstrate understanding of specific complex health conditions relevant to our client group, e.g. learning disability</p>	ESSENTIAL	<p>0 = No evidence of further knowledge</p> <p>1 = Evidence of knowledge in areas related but not directly relevant</p> <p>2 = Evidence of knowledge or qualification in relevant area</p> <p>3 = Evidence of achievement of further qualifications in relevant area</p>	<p>Short Listing Application Form</p> <p>Interview</p>
3	<p>Skills</p> <p>Values the importance of partnership working with the MDT and external agencies as well as the contributions this brings to clinical care/services</p> <p>Understand the role of the multi-disciplinary Team</p> <p>A persuasive and inclusive style of working</p> <p>Good communications skills, verbal and written with young people, and</p>	ESSENTIAL	<p>0 = No evidence skill</p> <p>1 = Evidence of skill in areas related but not directly relevant</p> <p>2 = Evidence of skill or qualification in relevant area</p> <p>3 = Evidence of achievement of skill in relevant area</p>	<p>Short Listing Application Form & Interview</p>

	<p>internal stakeholders at all levels.</p> <p>Ability to provide mental health intervention for children and young people with complex mental health and learning disability needs.</p> <p>Knowledge of person centred approaches and importance of therapeutic use of self.</p> <p>Can demonstrate and apply good clinical reasoning skills.</p>			Short Listing Application Form & Interview
	<p>Experience</p> <p>Demonstrates importance of sound research/evidence based health interventions when planning / delivering and initiating direct patient care.</p> <p>Understanding scope of responsibilities with training junior staff/students</p>	ESSENTIAL	<p>0 = No evidence of experience</p> <p>1 = Evidence of experience in areas related but not directly relevant</p> <p>2 = Evidence of experience in relevant area</p> <p>3 = Evidence of achievement and further experience in relevant area</p>	Short Listing Application Form & Interview

Pre Interview/Selection Tests

DETAIL OF TEST	RATING MEASURE
Young person's panel	6 or more = PASS 5 or below = FAIL

Short Listing Record

POST REF:		DATE OF SHORT LISTING:	
SHORT LISTING PANEL:			

Essential Criteria**Any individual scores of 1 or 0 result in non-shortlist**

CANDIDATE NUMBER	CRITERIA NUMBER								SCORE	WEIGHTING	TOTAL SCORE	SHORTLIST (Y/N)
	1	2										
										X 2		
										X 2		

Interview/Selection Assessment Record

POST REF:		DATE OF INTERVIEW:	
INTERVIEW PANEL:	Justine Halonka Kelly Owens		

All panel members will complete an individual notes and scoring sheet – this record should represent the consensus view regarding the assessment of each candidate against the criteria and will represent the panel's assessment of each candidate.

Essential Criteria**Any individual scores of 1 or 0 result in not appointable**

CANDIDATE NUMBER	CRITERIA NUMBER									SCORE	WEIGHTING	TOTAL SCORE	APPOINTABLE (Y/N)
	3	4	5	6	7	8	9	10					
											X2		
											X2		
											X2		

Desirable Criteria

CANDIDATE NUMBER	CRITERIA NUMBER								TOTAL SCORE
	11	12	13	14					

Candidate Assessment

(ONLY INCLUDE THOSE CANDIDATES WHO ARE ASSESSED AS APPOINTABLE BASED ON THE ESSENTIAL CRITERIA)

CANDIDATE NUMBER	ESSENTIAL SCORE	DESIRABLE SCORE	TOTAL SCORE

APPOINTED CANDIDATE = _____

Appointing Officer

Signature Date